



# City of Lemon Grove

Invites Applications for:

## MANAGEMENT ANALYST

**\$5,357.04 - \$6,840.51 per month**

---

### THE POSITION:

The **Management Analyst** position will serve as a key partner in the leadership of the Public Works Department that includes the following divisions: Building, Code Enforcement, Facilities, Grounds, Planning, Sanitation, Storm Water, and Streets. Each day will be fast paced, dynamic and will challenge you to become a better public servant. You must have a leadership style that leads from the front while also demonstrates that you can actively participate as a great team member to support, teach, coach and mentor those around you.

When you come to Lemon Grove you must have an open mind and not be afraid to take calculated risks in the spirit of innovation! The small number of City staff often makes the day-to-day operations feel like a close knit family that actually has fun while you work.

And let's not forget the benefits that come with this position, most notably being a four day work week! But, during those four days you can expect to:

- Assist in the development of annual department goals that will seek to accomplish City Council goals and understand how to determine if the department is successful.
- Represent the City at regional meetings with other public agencies, non-profit groups, residents, and the school district.
- Be the difference maker and show everyone that you are here at Lemon Grove to provide the best service to its residents, businesses and guests!
- Prepare independent studies, reports and responsive letters to request received by the City.
- Research, write and prepare visual presentations for the City Council, public workshops, or regional meetings.
- Last but not least, have fun! Know that you are joining a group of dedicated and motivated employees that want to raise the level of service to its community.

Why are you the perfect fit? If you strive to be a collaborative problem solver, desire to create innovative solutions that meet the community's needs, and express your confidence as a professional public servant that communicates well all across the organization and community.....then look no further and apply today.

### MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree from an accredited college or university with major course

work in public or business administration or a closely related field; two (2) years of increasingly responsible experience performing professional-level administrative, analytical and/or budget work, preferably within a local government environment; and a valid Class C California driver's license. A Master's degree is desirable.

The ideal candidate will be able to: provide highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs.

### **WORKING CONDITIONS**

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

### **CLOSING DATE/APPLICATION PROCEDURE:**

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by 5:00 p.m., Thursday, March 12, 2020. Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written examination and/or oral interviews to be held in the City of Lemon Grove. A tentative schedule of the selection process is:

- March 16, 2020 – Selected applicants will be notified to interview.
- March 19, 2020 – Panel interview with practical written exercise and/or oral presentation.
- March 26, 2020 – Second panel interview (if needed).
- Through the week of April 13<sup>th</sup> – Background (Reference) Check & Medical Examination.
- April 22, 2020 – First available start date.

A City application is available on the City's Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov).

**Note:** Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov) or at 619-825-3848.

02/26/20 - Revised

The City of Lemon Grove is an EEO/AA/ADA employer.  
The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.